



How To Schedule Inspections

City of Hayward Development Services Department

Created: 11-26-14

Revised: 09-25-15

Please call (510) 583-4148 or go online to <https://haywardservice.us/hss/default.aspx> to request an inspection. NOTE: you will need to register first to schedule your inspections online. When scheduling an inspection you will need the following information: your permit card with the permit number and the 3 digit numerical code found on the back of your inspection card located next to each inspection type. Listen to and follow all instructions.

- **BEFORE CALLING FOR A BUILDING FINAL INSPECTION, MAKE SURE THAT ALL OTHER DEPARTMENTS HAVE APPROVED THEIR INSPECTIONS FIRST**

For example, schedule and complete your Fire Department final inspection first. The Building Inspection Division will only inspect after the Fire Department has approved the work.

- **SCHEDULING MUST BE DONE ON ORIGINAL PERMIT NUMBER**

For example, if you have a *revision permit* or a *change of contractor permit*. These may not be used for scheduling inspections. Please provide the original permit number to schedule.

- **MULTIPLE PERMIT NUMBERS CANNOT BE SCHEDULED SIMULTANEOUSLY**

If you have more than one permit, you will need to schedule inspections under each separate permit number.

- **PLEASE NOTE:**

Requests for inspections must be made before 11:59PM for the next business day. Requests received after the cut-off time will be scheduled two business days later.

YOU MUST BE READY FOR THE INSPECTION WHEN REQUESTED. IF YOU ARE NOT, YOU WILL BE ASSESSED A RE-INSPECTION FEE; WHICH MUST BE PAID BEFORE YOU CALL AND REQUEST THE NEXT INSPECTION.

To obtain estimated time of inspector's arrival, please call them the morning of the inspection between 8:00 and 8:30 AM. If you are unable to reach your inspector by 8:30 AM please contact Adrienne Rullman at (510) 583-4325.

ATTN: MESSAGES LEFT ON THE MAIN BUILDING DEPT. LINE WILL NOT RESULT IN A INSPECTION BEING SCHEDULED

Inspectors

☐ **Omar Noorzad (510) 583-4313**
Sr. Structural Inspector

☐ **Brent Alexander (510) 583-4152**
Building Inspector

☐ **Dennis Zafiratos (510) 583-4150**
Sr. Plumbing/Mechanical Inspector

☐ **Keith Silva (510) 583-4157**
Building Inspector

☐ **Gary Nordahl (510) 583-4153**
Supervising Building Inspector

☐ **Chris Brunner (510) 583-4155**
Building Inspector

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